



JOB TITLE

Chief Executive Officer

ABOUT US

Telecentre Europe AISBL is a European non-for-profit association with a central office in Brussels, Belgium. We represent publicly funded telecentres / telecentre networks, ICT learning centres, adult education centres and libraries across Europe where children and adults can access the Internet, learn the latest digital skills and keep up to date with technology and community developments. We coordinate a number of projects, programmes and campaigns that empower people through ICT by finding new paths to employment, community life, relevant information and staying in touch with friends and family. All our members and partners believe that Information and Communication Technology has an enormous potential to combat social exclusion and poverty.

SCOPE OF WORK

We are looking for a Chief Executive Officer who will direct the organisation into a leading position in the field of digital inclusion and empowerment at European level. S/he will be in charge of developing, planning, leading, and implementing the strategy for the further development of Telecentre Europe as a financially buoyant and long term sustainable organisation and a key stakeholder at the EU policy debate.

The Chief Executive Officer will:

- Lead long-term strategic and business planning processes
- Make critical decisions in developing, planning, leading, and implementing long-term strategy
- Ensure projects and activities fit with the overall strategy of the organisation
- Establish and maintain relationship with various stakeholders
- Act as the “public face” of Telecentre Europe, represent the organisation towards stakeholders at conferences, meetings and other events
- Lead policy advocacy efforts, conduct policy monitoring, engage Telecentre Europe in the policy work of the European Commission and liaise with the European Parliament and other key actors
- Create a dynamic business, lead fundraising efforts to ensure balanced and sustainable funding from the EU, other funders, public and private donors and sponsors
- Lead strategic communication efforts, establish and manage media relations
- Keep Advisory Board members involved and engaged with the organisation

Internal relationships:

- Collaborate with and report to the Board
- Consult and brief the Advisory Board
- Collaborate with Chief Operating Officer and staff
- Engage and support member organisations

External relationships:

- EC officials at a senior level
- Politicians (MEPs, ministers)
- Company CEOs and other senior-level representatives of stakeholders
- International/national/regional telecentre network leaders
- Opinion-makers (journalists)
- Academic sector representatives

QUALIFICATIONS

- Master's degree in a relevant field

PREFERRED EXPERIENCE

- At least 5 years of relevant work experience at senior managerial level in the field of business development, marketing, strategic planning, or partnership management
- Sound knowledge and work experience in the fields of digital skills, digital inclusion and empowerment
- Significant experience in managing stakeholder relationships at a senior level
- Knowledge and experience in working with the European Commission, good understanding of policy making and policy advocacy processes
- A proven record of success in obtaining funding
- Experience working on boards of private and/or non-profit organisations
- Understanding corporate governance
- Experience in working with telecentres and/or an international non-profit organisation would be an asset

SKILLS

- Excellent organisational and networking skills
- Excellent communication and public speaking skills
- Strong interpersonal skills
- Self-reliance and autonomy, as well ability to work in team in a task-oriented environment
- Open-minded and solution-oriented personality

COMPETENCES

- Business awareness
- Sound decision making
- Innovativeness
- Politically astute
- Managing change
- Community / team building
- Partnership management

LANGUAGES

- Excellent oral and written command of English
- Knowledge of French and other EU languages would be an asset

EMPLOYMENT TERMS

- Full-time employment contract (always conditional to the approval of Telecentre Europe's annual budgets)
- Start date: 1 September 2016
- Gross salary: from 3,900 EUR / month (plus default benefits)
- Place of work: Brussels; extensive travel mainly within Europe will be required

HOW TO APPLY

- Applications shall be submitted by email to jobs@telecentre-europe.org in English
- Please provide your CV and a description of your professional experiences, skills and competences corresponding to the job requirements
- Deadline for applications: **Tuesday, 31 May 2016**
- For further information on this post, please contact Mr Peter Palvolgyi, Acting Managing Director (peter.palvolgyi@telecentre-europe.org) or Ms Mara Jakobsone, Chair of Board.